

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-43 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2011 Base Option Period Number 2	
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name Creation of Marketing Material	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/03/2011 To 06/01/2011	
Comments:			
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period:		Cost/Fee:	
12/16/2008 To 11/30/2011		LOE: 0	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:	
Cumulative Approved:		LOE:	
Work Assignment Manager Name Michael Bender		Branch/Mail Code:	
_____		Phone Number 202-564-6829	
(Signature) _____		FAX Number:	
(Date) _____		Branch/Mail Code:	
Project Officer Name Verla Sutton-Busby		Phone Number: 202-564-6808	
_____		FAX Number:	
(Signature) _____		Branch/Mail Code:	
(Date) _____		Phone Number:	
Other Agency Official Name		FAX Number:	
_____		Branch/Mail Code:	
(Signature) _____		Phone Number:	
(Date) _____		FAX Number:	
Contracting Official Name Renita Tyus		Branch/Mail Code:	
_____		Phone Number: 513-487-2094	
(Signature) <i>Renita Tyus</i>		FAX Number: 513-487-2109	
(Date) 3/3/11			

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: WA-2-43

Title: Creation of marketing material for Title 42 job announcement

Scope of Work Reference: Task: Create marketing material for Title 42 job announcement

Period of Performance: Date of Issuance through – June 1, 2011

Work Assignment COR: Michael Bender
OSA Program Management
USEPA Office of the Science Advisor
bender.michael@epa.gov
(202) 564-6829

Alternate Work Assignment COR: Robin Clarke
Office of Science Advisor
U.S. EPA (8102-R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6493
Fax: (202) 565-2910

Project Officer: Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

1. BACKGROUND:

Project Summary-

The Office of the Science Advisor (OSA) is announcing an opening for a Senior Environmental Technology Officer. OSA plans to fill this position using EPA's Title 42

Authority, which offers up to 5-year renewable term appointments at highly competitive, market-based salaries. The position is part of a larger EPA effort to use state-of-the-science approaches and technologies in its mission of protecting human health and the environment.

2. TASK:

Approach and Implementation-

Work with OSA to create marketing materials for the Title 42 job announcement. OSA will provide written content and photos. SCG will use graphical design to create marketing materials that can be used in print and online format. The design process will be an iterative process. SCG will create 3 or 4 different graphic design concepts for each marketing product, from which OSA will suggest changes iteratively until a final product is agreed upon.

Marketing Products:

1. Website Leaderboard
Pixel Size: 728x90
Creative File Size: 30K
Rich Media File Size: 40K
2. Website Rectangle
Pixel Size: 336x280
Creative File Size: 30K
Rich Media File Size: 40K
3. One Page to be printed as a PDF

3. DELIVERABLES:

Work Tasks

Table 1 – Work Tasks and Timeline

Milestones	Timeline
1. First Draft of marketing products	Within 2 working days of receipt of WA
2. Second Draft of marketing products	Within 1 day of EPA Comments
3. Final Version of marketing products	Within 1 day of EPA Comments

4. ACCEPTANCE CRITERIA:

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

5. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.